

# Just the Facts...

## Handling Suspicious Packages

Due to the recent discoveries of biologically contaminated mail packages, and the continued possibility of explosive or radiological contaminated packages, this fact sheet is intended to assist in the safe and effective handling of incoming mail for your organization. **Please contact your local 911 office immediately if you believe you have received a suspicious package.**

### What constitutes a "suspicious parcel"?

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

- ✓ are unexpected or from someone unfamiliar to you.
- ✓ have excessive postage.
- ✓ have handwritten or poorly typed addresses.
- ✓ have misspellings of common words.
- ✓ are addressed incorrectly, to someone no longer with your organization or are otherwise outdated.
- ✓ have no return address, or have one that can't be verified as legitimate.
- ✓ are of unusual weight, given their size, or are lopsided or oddly shaped.
- ✓ are marked with restrictive endorsements, such as "Personal" or "Confidential."
- ✓ have protruding wires, strange odors or stains.
- ✓ show a city or state in the postmark that doesn't match the return address.

### What should I do if I've received a suspicious parcel in the mail?

#### If you suspect a Bomb

- ✓ Do not handle
- ✓ Evacuate immediately
- ✓ Call 911 (or other emergency phone number)
- ✓ Call local military intelligence office
- ✓ Contact local FBI

#### If you suspect Radiological

- ✓ Limit exposure-don't handle
- ✓ Evacuate area
- ✓ Shield yourself from object
- ✓ Call 911 (or other emergency phone number)
- ✓ Call local military intelligence office
- ✓ Contact local FBI

#### If you suspect Biological or Chemical

- ✓ Isolate-don't handle
- ✓ Call 911 (or other emergency phone number)
- ✓ Wash your hands with soap and warm water
- ✓ Call local military intelligence office
- ✓ Contact local FBI

**For additional information, please visit the following websites:**

Centers for Disease Control and Prevention, at <http://www.cdc.gov/>  
Federal Bureau of Investigation, at <http://www.fbi.gov/>  
United States Postal Service, at <http://www.usps.com/>

#### Local Contact Numbers

Emergency Services \_\_\_\_\_  
Military Intelligence \_\_\_\_\_  
FBI Office \_\_\_\_\_

